

Kansas Department for Aging and Disability Services
Program Integrity and Compliance Specialist

Key Tasks/Duties:

40%	<p>Field Liaison</p> <p>The Program Integrity and Compliance Specialist will serve as the point of contact for all waiver-related work and inquiries in the assigned coverage area including, but not limited to, customer service concerns, critical incident management, requests for appeals documentation and constituent response information. The Program Integrity and Compliance Specialist will complete the all Quality Assurance tools as required by the federal and state policies and procedures for individuals and agencies providing services within the Developmental Disability, Physical Disability, Traumatic Brain Injury, and Frail Elderly waivers.</p> <p>Field Liaison activities include:</p> <ul style="list-style-type: none"> • Coordinating with HCBS Program Managers to address qualification and eligibility concerns, customer service concerns, adverse incident reports (AIR), requests for appeals documentation and constituent response information • Reviewing and processing AIR reports • Conducting face-to-face assessments with waiver participants to review if the appropriate guidelines were followed to determine eligibility for HCBS programs • Monitoring the quality of life outcomes (the surveys and interviews) for the people living and working where (HCBS) services are provided • Interviewing providers, agency staff, administrators, guardians, and persons receiving services to determine if individuals are receiving the services identified in their (POC) • Auditing individuals' POC, Person-Centered Support Plan, and Behavior Support Plans to ensure individuals are receiving services as documented on the POC. • Traveling daily to make onsite visits at individuals' home, work, or day programs for face-to-face visits to ensure individuals are receiving and are satisfied with the services documented on their POC. • Assisting facility and Community Service Providers, other Providers of Service, the Managed Care Organizations, IDD Targeted Case Management Entities and the ADRC agency operations to provide technical assistance relative to deficiencies and other improvements needed to comply with state and federal mandates, contracts, licenses, provider agreements, service definitions, and program policies and procedures • Reviewing and processing Adult Protective Services (APS) and Critical Incident Reports in the assigned region for abuse neglect and exploitation issues and to ensure these issues are addressed and resolved and the individual is properly protected • Reviewing and processing Fraud, Waste, and Abuse (FWA) allegations in assigned region. • Developing formal recommendations regarding service delivery, POC reviews, etc • Providing reports, referrals, recommendations and outcome-based data as required or requested to the Supervisor (K0225367) • Reports concerns about fiscal mismanagement, Medicaid fraud or abuse, or other concerns to the Supervisor (K0225367) • Reporting abuse, neglect or exploitation to Department of Children and Families (DCF)/APS as required by law • Coordinating communication with HCBS QMS staff who conduct licensure surveys and compliance to ensure they have pertinent information related to licensure.
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40%	<p>Onsite Interviews and Reviews</p> <p>The Program Integrity and Compliance Specialist may conduct quality assurance surveys of agencies, providers, or individuals receiving HCBS services to ensure compliance with the federal protocols.</p> <p>Survey activities include:</p> <ul style="list-style-type: none"> • Assessing the services provided and the appropriate documentation required to demonstrate services • Interviewing providers, agency staff, administrators, guardians, persons receiving services, by examining records and reports • Observing the Residential or Day Supports location for compliance with state and federal law and program procedures and policies • Documenting findings, concerns, and issues for further evaluation by the Program Integrity and Compliance Coordinator • Investigating referrals received from the Program Integrity and Compliance Coordinator to monitor Authenticare, reviewing for overlaps and duplications of billed services. • Completing survey reports, compliance summaries and accountability documentation for submission to supervisor concerning contract compliance status and remediation of each community based service providers including CDDOs and FMS providers • Conducting FMS program compliance and readiness reviews
10%	<p>As Assigned/Needed</p> <p>On an as needed basis, the Program Integrity and Compliance Specialist completes special assignments in the development of statewide continuous quality improvement efforts, including but not limited to:</p> <ul style="list-style-type: none"> • Assisting with preparing entities to apply funding that becomes available for in person centered planning and consumer directed services, and the Kansas Quality Management Strategy developed within the Intellectual/Developmental Disability, Physical Disability and Traumatic Brain Injury waivers to customers, parents, provider staff, Regional Office staff, and the general public. • Developing quality standards, data review, philosophy based quality of life, and policies and procedures related to HCBS waiver services.